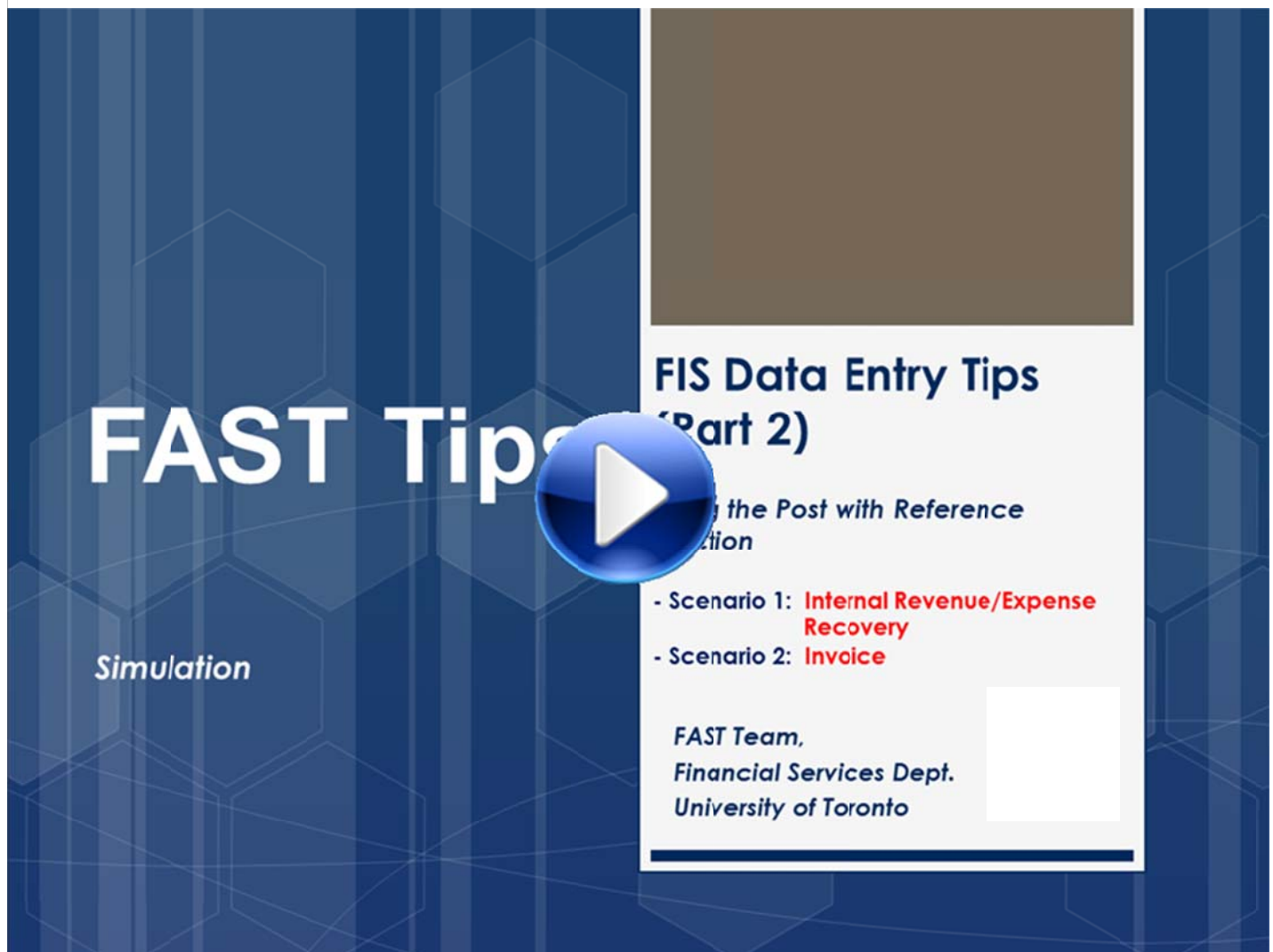


Simulation: FIS Data Entry Tips (Part 2) – Using the Post with Reference Function

Watch this demonstration to learn how you can use the **Post with Reference** function in G/L and A/P transactions to save time and reduce keystrokes.



FAST Tips

Simulation

FIS Data Entry Tips (Part 2)

Using the Post with Reference Function

- Scenario 1: **Internal Revenue/Expense Recovery**
- Scenario 2: **Invoice**

FAST Team,
Financial Services Dept.
University of Toronto

Learn More:

- [QRG: Post with Reference](#)
- [QRG: Internal Revenue/Expense Recoveries](#)

When filling out the FIS Master Record Requisition form, what do I put in the Reference field?

You may have noticed a **Reference** field in the Administrative data section of all Create Master Record requisition forms. This field assists the FAST Team with the creation of a master record by referencing an existing account # having similar properties to the new one including person responsible, cost center group and address. Although the Reference field is optional, its use may expedite your request, as well as improve the accuracy and consistency of the information contained in the master record being created.

For example, using a Reference CC (see image below) that has already been assigned to the Cost Center Group where the new CC will be added, will automatically populate the CC Group from the referenced Cost Center record.

UNIVERSITY OF TORONTO
Financial Advisory Services & Training
Financial Services Department
A Division of Business Affairs

REQUISITION - CREATE FIS MASTER RECORD
Cost Center (CC) or Cost Center Node / Group
Note: If you require a Principal Investigator (PI) CC use the "PI FC or CC Form"
Send completed form by FAX: 416-971-5572 OR email: fast.help@utoronto.ca

Canada Research Chair Account: CC Number or CC Node/Group assigned:
(for administrative use only)


1. ADMINISTRATIVE DATA

Contact Person: Reference CC (if available):
Email Address: Date:
CC Manager (AMSuserid): Phone:
Faculty / Division:
Address:

Learn More:

- [Forms: FIS Master Record Forms](#)

I am trying to post an employee expense reimbursement in FIS but I get an error message that the vendor is blocked. How do I correct them?

 Vendor blocked and marked for deletion

If an employee is de-activated and then re-activated in HRIS, the FIS vendor account for the employee will be blocked. In order to process an expense reimbursement for the employee, please request that the employee's **vendor account** in FIS be manually unblocked by contacting **Accounts Payable** (ap.fsd@utoronto.ca). Accounts Payable will require email confirmation of the status of the employee prior to unblocking the vendor account.

Learn More:

- [FAQ: ERDD](#)
- [QRG: ZER01 – ERDD Create](#)

New FAST Team member and Revised FAST Team Faculty Representative

Thing can change fast on the FAST team! We are pleased to announce that **Nusrath Mohiuddin** has joined the FAST as our **new Business Analyst**. Nusrath comes to us most recently from Mount Sinai Hospital where he was the Sr. SAP Business/Functional Support Analyst. In addition, Nusrath brings over 10 years of SAP experience in both technical and functional roles, having worked with a variety of SAP clients. We are excited to have Nusrath join our team and plan to take full advantage of his expertise as we move forward with our mandate.

With the FAST team back to its full staff complement and with the Assistant Manager, Chris Dimitriadis focusing and committing more time to new projects and initiatives **we have updated our Faculty/Division FAST team representative** assignments.

Please take a moment to review the list (see **link below**) to determine your primary and secondary FAST team representatives and find their respective contact information. All enquiries and master record requests should be directed to your primary representative and, in their absence, to the secondary.

[FAST Team Faculty Representatives](#)

Requesting Ideas for FAST Tips Articles and Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

[FEEDBACK](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, RIS/MRA/MROL)

LOCATION: 256 McCaul St.

| | | |
|-----------------------------------|-----------------|---------------|
| Wednesday, April 5 th | room 103 | 12:30pm – 2pm |
| Wednesday, April 19 th | room 103 | 11:30am – 1pm |

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)